

TYRRELL COUNTY
REQUEST FOR LETTERS OF INTEREST

THE COUNTY OF TYRRELL DESIRES TO ENGAGE QUALIFIED PRIVATE
ENGINEERING FIRMS TO PROVIDE CONSULTING SERVICES TO CONDUCT A
STORM DRAINAGE STUDY IN THE VICINITY OF NORTH BOUNDARY CANAL
AND SR 1209 IN THE TOWN OF COLUMBIA, NC.

The primary firm(s) shall be pre-qualified by NCDOT in the following discipline:

1. 00434 – Hydraulic Design Tier II

The selected firm will perform analyze the drainage area in the vicinity of North Boundary Canal and SR 1209 in the Town of Columbia, NC and submit a final report. Final report will include options to increase the hydraulic opening at this location and the following information for each option: 1) estimated cost; 2) estimated construction time; and 3) performance. Design and analysis of all options must comply with the NCDOT “Guidelines for Drainage Studies and Hydraulic Design.”

The selected firm shall report directly to the County of Tyrrell (“County”).

The Private Engineering Firm (“PEF”) will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the projects for the County. The PEF shall indemnify and save harmless the County for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the N. C. Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The work will be performed on a fixed-price basis (lump sum).

The selection of a private engineering firm to provide services on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. County will short list private engineering firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the County.
4. County will select a private engineering firm to provide the services listed.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The N. C. Department of Transportation “(Department”) encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT’s Prime Form RS-2 and/or Subconsultant Form RS-2. Form RS-2 forms may be accessed on the NCDOT website at:
<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed. Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina’s Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department’s homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department’s directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

Firms submitting LOIs to perform the planning and design services on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's overall experience, knowledge, familiarity and past performance relating to cost-effective delivery of the desired services. (30%)
2. The experience of the firm's proposed staff to perform the type of work required. (40%)
3. Firm's understanding of the project-specific issues, past experience with similar issues, and ability to address these issues with the services provided. (30%)

FORMAT FOR SUBMISSION OF A COUNTY OF TYRRELL LETTER OF INTEREST

All letters of interest are limited to 15 pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. ***Letters of interest containing more than 15 pages will not be considered.***

Letters of interest should be **mailed or otherwise delivered** to the address below. Firms are also encouraged to maintain an **electronic copy** of the final LOI in a single PDF file less than 10MB whose text may be selected for copying and pasting with PDF viewing software. Faxed copies will not be accepted.

As stated above, firms should include, in either Section II or III of their Letter of Interest, a list – not to exceed one (1) page – of all the areas in which they are prequalified.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to John Stockton, Town Manager. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

Section II - Evaluation Factors

This section is limited to 10 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous **experience in performing storm drainage studies for coastal communities (completed within the last three years)**
- The number of employees within the firm;
- A brief description of the firm's approach to performing services for this work, including the firm's understanding of their responsibility with regard the collection of information, determining the areas of study, development of solutions, development of cost estimates, and project delivery;
- The proposed personnel to be assigned to the work by discipline, and their availability date on the project;
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

Section III - Supportive Information

This section is limited to 10 pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

Appendices -- CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms **SHALL** be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)

Complete and **sign** Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and *signing* the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing services to the County by **12:00 p.m. on Friday June 7, 2013.**

Letters of interest received after this deadline will not be considered.

Firms submitting Letters of Interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or to any address other than the one shown below they will be disqualified. No exception will be granted.

Mailing Address:

Penny Owens
County of Tyrrell
P. O. Box 449
Columbia , NC 27925

Delivery Address:

Penny Owens
County of Tyrrell
108 South Water Street
Columbia , NC 27925

Any questions concerning the advertisement should be directed to Penny Owens via email at pennyjones@tyrrellcounty.net, or by telephone at (252) 796-1371, ext. 2621.

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